

# InterProfessional Student Alliance (IPSA) Bylaws

## ARTICLE

- I. NAME
- II. MISSION & PURPOSE
- III. OBJECTIVES
- IV. MEMBERSHIP
- V. OFFICERS & DUTIES
- VI. BOARD OF GOVERNORS
- VII. MEETINGS & QUORUM
- VIII. SERVICE PROJECTS
- IX. ELECTIONS
- X. FINANCES & FUNDING
- XI. DISSOLUTION PROVISION
- XII. AMENDMENTS

Bylaws to be adopted by IPSA at LSUHSC in Fall 2014

*Adapted in part from the bylaws for WIM and AAMN at LSUHSC-NO.*

## **ARTICLE I – NAME**

### Section 1

The name of this student organization will be the InterProfessional Student Alliance (IPSA) at Louisiana State University Health Sciences Center.

### Section 2

The InterProfessional Student Alliance at LSU per se is not affiliated with a national, state, or local organization, though the student-run service projects approved by IPSA may be affiliated with other organizations, ie. community organizations.

## **ARTICLE II – MISSION & PURPOSE**

### Section 1

The mission of IPSA is to address health disparities in the greater New Orleans area through interprofessional teams of LSUHSC students serving local underserved communities.

### Section 2

The purpose of IPSA is to function as a student-run initiative “incubator” providing interprofessional leadership development and faculty support to service projects that meet three criteria (see Article VIII).

## **ARTICLE III – OBJECTIVES**

The objectives of IPSA at LSUHSC are as follows:

1. Increase the number of health-related services to underserved communities in the greater New Orleans area
2. Improve leadership skills among student leaders at LSUHSC-NO
3. Increase the number of opportunities for LSUHSC-NO students to work in interprofessional teams
4. Increase the number of opportunities for students in different professional schools at LSUHSC-NO to communicate with one another and coordinate service projects

## **ARTICLE IV – MEMBERSHIP**

### Section 1

Students matching the following descriptions are eligible to be general members of IPSA:

- Enrolled in any InterProfessional Education course at LSUHSC-NO
- Volunteer for any IPSA-approved service project
- Leader of any IPSA-approved service projects
- Elected by his/her school's SGA as a delegate to IPSA

Eligible students will apply for IPSA membership through an electronic form managed by the IPSA secretary. IPSA will maintain a membership of at least eight matriculated, currently-enrolled students at LSUHSC-NO. At least 80% of all members of IPSA will be matriculated, currently-enrolled students at LSUHSC-NO. IPSA will not restrict membership because of race, color, religion, sex, sexual orientation, national origin, age, marital status, pregnancy, disability, disabled veteran status, or any other classification that discriminates against individuals.

### Section 2

Faculty, staff, and alumni may participate in IPSA meetings and activities as associate members, but will not vote or hold any formal leadership positions other than advisor.

### Section 3

A faculty/staff member at LSUHSC-NO will serve as an advisor to IPSA.

### Section 4

All IPSA meetings and activities will be conducted in accordance with the CM-36 – Guidelines for Responsible Use of Alcohol at the LSU Health Sciences Center and CM-23 – Drug Free Workplace and Workforce.

In accordance with CM-56, members of IPSA will at all times

- Exhibit the highest standard of personal, academic, professional, and ethical behavior
- Treat faculty, staff, peers, clients, patients, and others with dignity and respect
- Abide by the Code of Conduct that applies to their specific professional discipline

If a member is found to be in violation of these expectations, IPSA members, by majority vote of a quorum, may censure, suspend, or expel the offending member. Any suspended or expelled member may be reinstated by majority vote of a quorum.

## **ARTICLE V – OFFICERS & DUTIES**

### Section 1

Officers must be current or past student leaders of an IPSA-approved service project. The five officers will be president, vice president, head of program evaluation, secretary, and treasurer. They will serve for a period of up to one year. No more than two officers may be from the same professional school at LSUHSC-NO, ie. no more than two officers may be medical students, unless one of those medical students is dually enrolled in the School of Public Health or the School of Graduate Studies. The vice president must not be in his or her final year of school so that the vice president is equipped to serve as president the following year should he or she wish to run and win the election.

### Section 2

The president will be the spokesperson for IPSA, lead IPSA meetings, communicate with the faculty advisor, and delegate tasks (ie. planning events) to the other Officers and to the Board of Governors. The vice president will lead IPSA meetings in the president's absence and learn about the presidency from the acting president. The head of program evaluation will monitor IPSA-approved projects using their biannual update reports to ensure fidelity to IPSA project criteria. The secretary will record minutes at IPSA meetings, record attendance at IPSA events, maintain an online enrollment form and an up-to-date roll of all members, send election announcements and surveys via electronic mail, and preserve necessary documents. The treasurer will deposit money into the IPSA checking account, disburse funds as ordered by the Officers and Board of Governors, keep records of accounts, deposits, and disbursements, and present the budget at general membership meetings. Immediately after new officer elections late in the spring semester, outgoing officers will supply newly-elected officers with all necessary records for the completion of their duties the following academic year.

### Section 4

If an officer fails to perform his or her duties or misses two consecutive general membership meetings, the officer may be removed from office and replaced by majority vote of a quorum of the general membership.

## **ARTICLE VI – BOARD OF GOVERNORS**

### Section 1

Two current student leaders from each IPSA-approved project will sit on the Board of Governors. This includes project board members, if a service project is managed by a board of students. If a student on the Board of Governors is elected to be an IPSA Officer, he/she should be replaced by another student leader from the same service project to serve on the Board of Governors. It is up to students from each IPSA-approved project to select who will represent them on the IPSA Board of Governors.

### Section 2

Members of the Board of Governors should attend general membership meetings. They should respond to e-mails concerning the approval of new service projects (see Article VIII) and the disbursement of general IPSA funds to individual service projects (see Article X).

They should also make themselves available to underclassmen requesting their guidance with regards to leadership development and/or service project planning and execution.

### Section 3

The Board of Governors exists to advise IPSA members from their own wealth of experience as interprofessional student leaders. If a student does not wish to provide counsel to underclassmen, he or she should resign from the Board of Governors. If a member on the Board of Governors is incommunicado for a full academic year, he or she should be removed from the Board and replaced by another student leader from the same IPSA-approved project.

## **ARTICLE VII – MEETINGS & QUORUM**

### Section 1

All IPSA members and students interested in joining IPSA should attend general membership meetings. There will be at least four general membership meetings each academic year: two in the fall semester and two in the spring semester. Additional meetings may be called at any time by the president. The secretary will email all members to announce the meetings. Attendance will be taken at all meetings. Elections, networking events, symposia, and seminars all constitute general membership meetings.

### Section 2

Eight voting members of IPSA will constitute a quorum for officer elections and general decisions.

## **ARTICLE VIII – SERVICE PROJECTS**

### Section 1

Service projects in IPSA must meet the following criteria:

1. The project must **be interprofessionally-oriented in design and execution**. Students from at least two health professional programs must serve as project volunteers and project leaders, and student volunteers should work together to accomplish the project's goals. This will be a *primary* determinant of continuing IPSA support.
2. The project must **be community-based and meet an established community need**. Projects will be executed within the greater New Orleans community and not on LSUHSC campus. Projects must demonstrate partnership with community members in their conception, development, and execution.
3. The project must **have a measurable community impact**. A proposed set of goals, objectives, and indicators conforming to community health standards must be part of project proposals. Biannual updates (winter and spring semesters) must be submitted to the IPSA head of program evaluation for monitoring and evaluation.
4. The project must **have a faculty advisor and should award credit to student volunteers**, as permitted by their respective schools. The type and quantity of credit awarded to volunteers will be left to the discretion of each LSUHSC school.

5. The initial project proposal must be accompanied by a list of signatures from enough volunteers to successfully implement the project for the proposed duration, or one full year (whichever comes first).

### Section 2

Students at LSUHSC may present their long-term project ideas to the Board of Governors and IPSA Officers. Long-term projects are those lasting longer than one semester or six months. The Board of Governors and Officers will discuss if the project idea meets eligibility criteria and propose any necessary changes. Members of the Board of Governors and Officers will vote in person or by electronic mail to approve the project proposal. Two-thirds of the Board and Officers must approve the proposal. Once a proposed project is approved by the Board of Governors and Officers, it will be put to a vote by the general membership. A simple majority of the total general membership is required to complete the IPSA-approval process. Each IPSA-approved project is required to appoint two student leaders to the Board of Governors within one week of completing the approval process.

### Section 3

Students at LSUHSC may present their short-term project ideas to the Board of Governors and IPSA Officers. Short-term projects are those lasting less than a semester or six months. The Board of Governors and Officers will discuss if the project idea meets eligibility criteria and propose any necessary changes. Members of the Board of Governors and Officers will vote in person or by electronic mail to approve the project proposal. Two-thirds of the Board and Officers must approve the proposal. If a short-term project is successful or the community need for such a project lasts beyond six months, project student leaders should re-apply for IPSA approval following the long-term project approval process (Section 2). Short-term projects will not be represented on the IPSA Board of Governors, though short-term project leaders are eligible to run for office.

## **ARTICLE IX – ELECTIONS**

### Section 1

Any voting member may nominate him/herself or another member. Nominations may be made in advance or on the floor at the election.

### Section 2

Officers will be elected annually by IPSA general membership at the last meeting of the spring semester. Only matriculated, currently-enrolled students at LSUHSC-NO who are members of IPSA may vote. Voting will occur by secret ballot using an online survey. A simple majority of a quorum constitutes election. If an officer graduates in December, a special election will take place at the last meeting of the fall semester to replace that officer. If there is a tie, a run-off election will be held between the two candidates receiving the most votes. If the run-off election results in a tie, a coin toss will determine the winner. Election appeals must be made in person at the meeting with the election.

### Section 3

Officers shall assume the duties of their respective offices at the end of the meeting at which they are elected.

## **ARTICLE X – FINANCES & FUNDING**

### Section 1

The fiscal year will be May 1 through April 30 of each year.

### Section 2

There will be no general membership dues for IPSA. The treasurer will write income receipts for all income, including cash. All incoming checks will be endorsed “For deposit only, IPSA” upon receipt, safeguarded by the treasurer, and deposited as quickly as possible into the IPSA checking account. The treasurer is responsible for management of the IPSA checking account and all communications with the bank. The treasurer will receive bank statements unopened directly from the bank, review bank statements, ensure the account balance is in agreement with the bank balance, and ensure the book balance is in agreement with the bank balance. The treasurer will initial and date all documents to show his or her review. The treasurer will safeguard all bank statements for seven years. The treasurer will also keep the checkbook in a secure location, and maintain all voided checks for three years. Checks will not be signed in advance, and all checks will have two signatures (treasurer and president/advisor).

### Section 3

General IPSA funds may be disbursed to eligible IPSA-approved service projects, provided two-thirds of the Board of Governors and Officers authorize the transaction, and that the recipient service project meets all stipulations that accompany the funds granted to IPSA. Project leaders should submit budget requests to be considered for fund disbursement. The Board of Governors and Officers can approve disbursement of funds at a meeting or by electronic mail.

### Section 4 – Treasurer Transition Plan

The treasurer will maintain copies of budgets, financial reports, contracts, bank statements, checkbook, copies of paid invoices, and other financial documents. Upon election of new officers at the last general membership meeting of the spring semester, the outgoing treasurer will give all financial records to the newly-elected treasurer.

## **ARTICLE XI – DISSOLUTION PROVISION**

If IPSA at LSUHSC dissolves, its assets will be distributed to the Department of InterProfessional Education at LSUHSC-NO.

## **ARTICLE XII – AMENDMENTS**

A majority vote of a quorum of voting members may amend these bylaws at any general membership meeting, so long as all members were notified at least 30 days prior to the meeting at which the vote on the amendment takes place.